



PURCHASE ORDER

PO Number: 303-2-0115

Requisition Number: 303-2-00288

Order Date: 9/13/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse

1706 San Jacinto Blvd.

Attn: Cassidy Galindo

Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

33043043042

COMPTROLLER OF PUBLIC ACCOUNTS

111 E. 17th Street, Room 201

AUSTIN, TX 78774

James Keith

Phone:(512) 463-4974, Fax:

james.keith@cpa.texas.gov

IAC between Comptroller TxFs and TFC for the Fleet Department to access the State Vehicle Management Plan.

Price Per Attached Agreement Dated 09/01/2021.

TFC Contact:

Description Cassidy Galindo
512-492-2431

Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources.

Exempt Purchase TGC 771 Interagency Agreement.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
961-02 The Texas Fleet System is used to report fleet operating expenses and uses as required by Texas Government Code 2171.101.	1	Year	\$1,211.75	9/1/2021	8/31/2022	\$1,211.75

The system is web-based and will provide forms for efficient entry of data required by the State Vehicle Management Plan, allowing the Receiving Agency to batch load relevant data from internal

legacy systems, to provide fiscal and managerial reports for both direct assets management and oversight needs, and to provide flexibility to accommodate future Receiving Agency or legislative needs.

NIGP Class: 961

NIGP Item: 02

Object Class: 380

Reimbursement Type: Not Reimbursable

Notes: FY22 IAC pricing was not released till 9/1/2021 - expediting the process. CRF is attached and needs Mike Novak's signature.

Grand Total \$1,211.75

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Facilities Management and Operations
Program	Warehouse Management
Phone	5124922431
Org Code	1016 - TFC Fleet Maintenance
Type of Purchase/PCC Code	' ' Exempt with Specific Legal Cite
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of

tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)